

## General Commercial Checklist

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- ✓ Verify Property is in the City of Fort Worth
- ✓ Pre-Development Conference
- ✓ Zoning
- ✓ Platting
- ✓ Infrastructure Availability
  - Water and Sewer
  - Streets
  - Engineering
  - Drainage
- ✓ Fire Department Review
- ✓ Tree Preservation
- ✓ Building Permit Application
- ✓ Approval of Building Permit
- ✓ Building Inspections
- ✓ Certificate of Occupancy

**Planning and Development Department  
CUSTOMER SERVICE  
817-392-2222**



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**Planning and Development Department  
City Hall, Lower Level  
1000 Throckmorton Street  
Fort Worth, Texas 76102**

**Phone: 817-392-7820  
Fax: 817-392-8105  
Automated Permit Request Line: 817-392-6370  
[www.fortworthgov.org/](http://www.fortworthgov.org/)**

## Commercial Development Guidelines Checklist



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City Hall, Lower Level  
1000 Throckmorton Street  
Fort Worth, Texas 76102**

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## Planning and Development Department



### Verify Property is in the City of Fort Worth

If the property you intend to develop is not within the City of Fort Worth, you will not need building permits from Fort Worth.

If the property is in the City's Extraterritorial Jurisdiction, a plat application may need to be submitted, and septic system permits are reviewed and approved through the City of Fort Worth and the County Health Department. If you wish to have your property annexed, please contact Allison Gray at 817-392-8030 or visit our website at [www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment).



### Pre-Development Conference

Pre-Development Conferences are recommended and available with City staff.

In order to make your development process with the City of Fort Worth as efficient as possible, we encourage you to attend a Pre-Development Conference to ensure detailed information relative to each area of the process is discussed.

This conference serves as an opportunity for those interested in developing in Fort Worth to learn more about certain procedures or to address specific problems before formal development requests are made.

To schedule a Pre-Development Conference, please contact: David Schroeder at 817-392-2239 or complete the online request form at

[www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), then Applications and Form

**Note: the following items on the checklist will be discussed in detail at the Pre-Development Conference**



### Zoning

The property must have appropriate zoning for the intended use. Historic District or Urban Design District guidelines may apply. Zoning information is located at [www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), then Zoning and Platting or you may call the Zoning Desk at 817-392-8028.

## Planning and Development Department



### Platting

The property must be platted, or in some cases re-platted, before applying for a building permit. Platting FAQ's are located at [www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), then Zoning and Platting or you may call the Platting Desk at 817-392-8027.



### Infrastructure Availability

- Water and Sewer
- Streets and Drainage
- Engineering

If public infrastructure is required, a complete set of civil drawings must be submitted. Water and sewer availability will also need to be located and water and sewer impact fees will be assessed by staff.

Water and Sewer	817-392-8369
Streets	817-392-8701
Engineering	817-392-8636
Drainage	817-392-2252



### Fire Department Review

Fire lane, fire hydrant and fire protection requirements are reviewed by the Fire Department. The fire protection plan must be included with your building permit submittal.

Fire Prevention Bureau

817-392-6484 or 817-392-6845



### Tree Preservation

To remove trees, you must apply for an Urban Forestry Permit and submit an Urban Forestry Plan. An Urban Forestry Plan/Permit cannot be approved until 21 calendar days following public notice on the City's website.

Urban Forestry Division, 817-392-7931 or [www.fortworthgov.org/pacs](http://www.fortworthgov.org/pacs)

## Planning and Development Department



### Building Permit Application

A complete set of architectural plans must be submitted to the Permit Clerks in the Planning and Development Department. They will then be submitted to the Plans Review Division. A submittal checklist can be found on our website at:

[www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), Serving You, Plan Review FAQ's. For additional questions following submittal, you may call Plan Review at 817-392-8115.



### Approval of Building Permit

Once the commercial building plans have been approved, they can be picked up at the Plan Review front desk. Any remaining fees will be due at that time. Various fees from other departments should be considered and are added throughout the development process. Please refer to the Building Fee Estimator located at:

[www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), Frequently Requested Data, Fee Schedules.



### Building Inspections

Once a permit has been approved, inspections from all four trades (building, mechanical, plumbing, and electrical) may begin. Inspections are required throughout the project. The contractor is responsible for requesting inspections at the proper stage of work by scheduling inspections via phone on the Voice Permits line at 817-392-6370 or by accessing our Online Permitting System via our website at:

[www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment), then Online Permitting System.



### Certificate of Occupancy

When inspections have been completed and approved from all four trades - building, mechanical, plumbing, and electrical - a Certificate of Occupancy (CO) will be issued for the building.